



Animal Protection Society-Friday Harbor (APS-FH)

The Animal Protection Society–Friday Harbor (APS-FH) is a nonprofit organization in Friday Harbor, WA serving the animal and human communities of the San Juan Islands. APS-FH’s mission is to provide compassionate care and brighter futures for homeless animals.

Position Title: Med. Team Leader/Medical Supervisor

Reports To: Program Manager

Works Closely With: APS-FH Veterinarian

Position Type: Position is non-exempt, part-time, flexible days/hours

Compensation: \$25-30 DOE, PTO, Pet Care Benefits, Housing Potential for right candidate

Job Summary

This position runs the APS-FH Clinic and is responsible for the oversight of medical care and treatment provided to pets served by APS-FH. Develops training programs and materials, implements training, and supervises volunteers and employees providing medical related care and treatment to pets within their roles at APS-FH. Works closely with the Shelter DVM to develop medical policies and protocols, systems and procedures, treatment plans and schedules, forms, tools and documents. Assists with development of marketing and outreach materials, visioning and planning clinic services, outreach, and activities.

Areas of Responsibility:

SHELTER

- Creates medical policies and SOPs following “*The Guidelines for Standards of Care in Animal Shelters*”
- Supervises animal intake exams and creates medical pathways for shelter pets
- Works with APS-FH Veterinarian to develop and implement treatment plans and schedules including wellness exams, vaccinations, medications, routine care, spay/neuter and other surgical procedures for pets in APS-FH care (shelter and foster)
- Provides leadership/direction/training/facilitation/supervision/hands on support to employees and volunteers in relation to animal care and treatment, and works with program staff to meet the medical needs of APS-FH shelter pets
- Provides medical guidance on the standards of care and conditions for pets housed and served by APS-FH and on quality of life.
- Creates/develops medical forms and documents
- Oversees medical charting/files/schedules
- Participates in daily rounds of shelter animals, addresses medical-related action list items
- Oversees functionality and supervises shelter medical-care areas
- Explains medical conditions, issues and concerns to adopters as needed

CLINIC

- Oversees and supervises general operations of weekly Spay/Neuter Clinic and Community Wellness Clinics
- Develops operational systems for smooth function of Clinic related activities
- Schedule of operation and appointments
- Organization and cleanliness
- Systems development and implementation
- Leadership, direction, training, facilitation, supervision, hands-on-support
- Employee and Volunteer training programs/materials/levels
- Medical charts/files/schedules
- Provides monthly Clinic reports and additional reports as needed
- Inventory and ordering supplies/drugs/Etc
- Equipment maintenance schedules

- Visioning/creation/development of clinic services
- Advertising/marketing/community outreach
- Continuous quality improvement

- Other duties as assigned

Minimum Experience Required:

- Management experience with responsibility for Employee/Volunteer training, direction and supervision
- Washington State LVT and/or 5+ years comparable experience in a veterinary clinic or animal shelter including:
 - ❖ SX assisting - sterile technique
 - ❖ Instrument processing
 - ❖ Veterinary drugs formulary
 - ❖ Dental assisting
 - ❖ Blood draws
 - ❖ Managing infectious diseases
 - ❖ Lab processing
 - ❖ Clinic equipment
 - ❖ Familiarity with and understanding of animal behavior, animal restraint, and basic care
 - ❖ Comfortable working with fractious or feral animals

Qualities Required:

- Organized
- Motivated and enthusiastic
- Professional
- Effective communicator and interpersonally
- Computer proficient
- Commitment to continued education and maintaining high quality standards of care
- Ability to multi-task and adjust to changing priorities
- Self-directed and collaborative
- Possesses valid WA state driver's license

Work Environment:

- Requires a high-degree of mobility and ability to restrain, maneuver, bend, and perform rigorous physical duties
- Ability to lift 50 lbs frequently and 70 lbs occasionally
- Frequent contact and handling of animals
- Exposure to animal sounds, smells and infectious disease